

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Web Site Coordinator	<b>Job Family:</b> II
<b>General Classification:</b> Professional	<b>Job Grade:</b> 31

**Definition:** To manage and coordinate the development, maintenance and support of web-based applications for the City of Mountain View's web site.

**Distinguishing Characteristics:** This position is a single-position class which performs professional and technical duties related to the City's web site. This position receives general supervision from assigned professional and management staff.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Performs routine (daily, weekly and periodic) updates of text information, including the weekly City notes, Council and committee agendas, minutes, etc.; maintains and provides support for the web site, including adding and creating links.
2. Works closely with staff from all City departments to develop, implement and maintain the City's web strategies and services through the web site (Internet and Intranet).
3. Coordinates and oversees the web site format to ensure standardization of architecture and navigation features.
4. Coordinates with other departments to regularly design, develop and implement new web site content in support of existing and future projects for internal and external development.
5. Provides technical guidance, consultation, development, relief management and troubleshooting services to the City's departments.
6. Coordinates with Information Services to maintain a successful infrastructure support for web applications.
7. Coordinates work performed by outside consultants and volunteers.
8. Evaluates, tracks and reports usage of the City's web site.

**Position Title:** Web Site Coordinator

Page 2

9. Evaluates and recommends improvements to existing Internet site for increased effectiveness and efficiency.
10. Performs other related duties as required.

**Minimum Qualifications:**

Knowledge of: Techniques used to develop Internet/Intranet web sites; techniques used to create and edit HTML; web page design and development concepts; web management tools; web server and browser technologies; functions and operations of web systems and security; and firewall configuration.

Ability to: Develop, design, maintain and support Internet/Intranet web sites; develop and install web-based technical solutions for data base applications; implement tools, technologies and processes to support the web applications; direct, coordinate and manage large-scale web site design projects; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Training, education and experience equivalent to completion of a one-year technical certification program or a two-year degree program at a community college. A bachelor's degree from an accredited college or university with major course work in information systems, computer science, business administration or a closely related field is highly desirable. Two years experience in information systems, including web site design and web site programming (JavaScript, HTML, CGI, Perl); and experience working with NT operating systems.

Established January 2000

Revised January 2001

CLASS SPECS

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